

Expense Report

Purpose: _____

Pay Period	
From:	_____
To:	_____

Name: _____

Department: _____

Manager: _____

DATE	DESCRIPTION	Air & Trans.	Lodging	Mileage	Fuel	Meals & Tips	Misc.	Other	TOTAL
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	

SUBTOTAL	\$0.00
ADVANCES	
TOTAL REIMBURSEMENT	\$0.00

Note: Mileage reimbursment for personal car = .54/mile

Itemized Expenses or Description for "Other"

DATE	DESCRIPTION	Amount

 Authorized By Date

For Office Use Only